



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/6/2014
Employee Name: Christine Richardt
Job Title: QA Technician
Manager/Supervisor: Kendra Adams/ Luz Pizano

Type of Warning

- Verbal Warning
- Written Warning
- Final Warning

Type of Offense

- Tardiness/Leaving Early
- Absenteeism
- Violation of Company Policies
- Substandard Work
- Violation of Safety Rules
- Rudeness to Customers/Coworkers
- Other

Details

-On 5/6/14 at approximately 7:30 AM on the Rotary there was a sealing issue. Christine was aware of this issue but communicated to Luz that it was handled so she backed off. Christine at that point, should have stepped in and followed up to determine how much product was affected and if everything was in fact, taken care of. Because this was not the case, it was discovered by warehouse that production had not gone back far enough to insure the integrity of the product already produced; 120 cases of this product was shipped. This required management involvement and contact to Walmart Restock Manager to get this product rejected. Two weeks prior to this incident Christine reported that appropriate actions taken when something like this happened; this indicates she is aware of proper procedure. Supervisor was also not notified of the issue until warehouse discovered this problem.

-On another note, when Luz was following up with Christine to learn the details and origin of the issue, Christine used an undesirable tone of voice showing disrespect to a Asst. Supervisor.

Plan for Improvement:

[Redacted area]

Consequences of Further Infractions:

Suspension with no pay at a minimum for this incident; further infractions will lead to termination. Christine will need an improvement plan upon returning to work from suspension. *1 day*

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Christine M. Richardt

5/8/14

Employee Signature

Date